NASA	National Aeronautics and Space Administration	**Application for Digital Certificate**	TRACKING NUMBER

1. NAME *(Last, First, Middle)*

2a. US CITIZEN: ☐ YES ☐ NO

2b. IF NO, PLEASE SPECIFY

3. EMPLOYER: ☐ NASA ☐ CONTRACTOR

3a. IF CONTRACTOR, ENTER EMPLOYER

3b. CONTRACT NUMBER

3c. CONTRACT EXP.

4. NASA HQ BADGE NUMBER

5. E-MAIL ADDRESS

6. HQ NETWORK USER ID

7. NASA ORGANIZATION ID

8. BUILDING

9. ROOM NUMBER

10. TELEPHONE

11. WORKSTATION TYPE: ☐ WINDOWS ☐ MACINTOSH *(Complete NHQ 298)* ☐ OTHER: _____

12. INTENDED USE

I acknowledge and declare that, prior to applying for, accepting or using the NASA Public Key Certificate, I have read and accepted the conditions in the NASA PKI Subscriber Agreement. The NASA PKI Subscriber Agreement is available on the Internet at <http://nasaca.nasa.gov/docs.html>. I am aware that the X.509 Certificate Policy for NASA PKI and the NASA Certification Authority Certification Practice Statement are available on the Internet at <http://nasaca.nasa.gov/docs.html> and I accept the subscriber obligations and responsibilities contained therein as summarized in the NASA PKI Subscriber Agreement.

I hereby certify that the information provided by me is true and correct to the best of my knowledge and belief.

13a. REQUESTER'S SIGNATURE

13b. DATE

14. SUPERVISOR'S NAME

14a. SUPERVISOR'S SIGNATURE

14b. DATE

15. COTR'S NAME *(If contractor)*

15a. COTR'S SIGNATURE

15b. DATE

OFFICIAL USE ONLY

16. RA ACTION: ☐ APPROVED ☐ DISAPPROVED

17. RA'S NAME

17a. RA'S SIGNATURE

17b. DATE

18. RDN

18a. RA ADMINISTRATOR

18b. DATE

NHQ 261 JAN 07 PREVIOUS EDITIONS ARE OBSOLETE.

INSTRUCTIONS FOR COMPLETING NHQ 261

1. Enter your name.
2. Indicate whether you are a US citizen. If no, specify your citizenship in box 2b.
3. Indicate whether you are a civil servant or a contractor. If you are a contractor, specify your employer in box 3a.
4. Enter your NASA HQ badge number.
5. Enter your HQ e-mail address.
6. Enter your NASA HQ network user ID (i.e., jdoe).
7. Enter your NASA organization ID (i.e., LD070, BA000, etc.).
8. Enter your building name.
9. Enter your room number.
10. Enter your work phone number.
11. Check the type of workstation you will be using. If you have a Macintosh computer, you also need to complete and submit NHQ 298, "NASA Public Key Infrastructure (PKI) Agreement for PKCS-12 Export."
12. Provide a reason why you require a digital certificate.
13. Sign and date the form.
14. Have your supervisor sign and date the form.
15. If you are a contractor, the COTR must sign. The COTR should also enter the contract number and contract expiration date in boxes 3b and 3c.
16. Deliver the form to **Room 4A35** when completed. Date stamp the form and enter it into the "Other Forms" section of the Incoming Forms Log. Please record the number from the Forms Log on the NHQ 261 in the "Tracking Number" box located in the upper right hand corner of the form.

LINKS TO ALL NECESSARY DOCUMENTS MENTIONED ON THIS PAGE CAN BE FOUND ON THE HEADQUARTERS PKI WEB PAGE:

<www.hq.nasa.gov/pki>